

IMS/FSG 85/126
18 August 1986

MEMORANDUM FOR: Director of Training and Education, DA

25X1 FROM:

[REDACTED]
Chief, Field Systems Group, IMS/DO

SUBJECT: Approval to Hold Internal Training Course

25X1 1. Approval is requested by IMS/FSG for a private
25X1 contractor, [REDACTED] to conduct a course at
[REDACTED] on 25 and 26 September 1986. If these dates are
not possible our second choice would be 9 and 10 October 1986.

2. The course will be attended by FSG officers who train
users and system administrators of Wang Alliance systems which
are deployed to DO field sites (the CRAFT Program). The
objectives of this course are to:

A. Determine and develop properly structured
presentation objectives.

B. Plan a logical sequence of topics for greatest
trainee impact, and for achieving objectives most
efficiently.

C. Use simple, effective involvement techniques to
keep interest high and turn dull presentations into
lively ones.

D. Utilize the trainees to increase our persuasive
impact.

E. Use questions to spark interest, keep attention,
force interaction, and to assure they got what you
wanted them to get.

F. Handle resistance and gain commitment from the
trainees.

G. Use visual aids to focus and highlight rather than
carry the full weight of the presentations.

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3. The contractor has been recommended by OTE [redacted]
[redacted] in response to a request for assistance in
improving the training of CRAFT users and system administrators.

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4. If possible we would like the contractor to invoice OTE
directly. The approximate cost of this course is \$2,400.00. I
can be reached [redacted] should you
have questions concerning this request.



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APPROVED:



Deputy Director of Training & Education/

79 Aug '86
Date



C O N F I D E N T I A L